

Electricity - Revised 3/5/98

Application Process

Public Information / Utility Connection Procedure Sheet

An Information / Utility Connection Procedure sheet and application form will be given to all applicants requesting electrical services from the City. (See attached forms) Said forms outline the procedure and process for obtaining City services for utilities as well as other useful information regarding use of said City services, including timing, construction, inspection, activation, rates, billing policies, due dates, disconnect information, service, maintenance and termination.

Categories

The following are the designated customer categories. Policies may be different for each given category:

Residential - Home or Facility used for the purpose of a primary or secondary residence. May include a Home Occupation as outlined in the Zoning Ordinance.

Small Commercial - Facility that requires a demand of 0-5 KW, and has a limited amount of equipment.

Large Commercial - Facility that requires a demand over 6 KW and/or has a large amount of equipment.

Application Form

Applicants interested in obtaining electrical services from the City must fill out a Utility application form. This will include customer granting of utility easements across, over, under, or along customers property. In the event that the required easements can not be obtained the application form will not be approved.

Credit Requirements

All applicants as part of the Utility application shall provide credit history information to the City. The applicants credit must qualify for the normal deposit or the deposit may be increased as determined by the City Administrator, not to exceed two times estimated or average monthly utility bill.

Review & Approval

The form must be approved by the City Administrator, City Planner, City Engineer, and General Service director prior to the utility being connected.

Fees

Connection Fees

Fees for connection will be charged as follows:

Residential	\$500.00 per meter
Small Commercial	\$750.00 per meter
Large Commercial	\$1,500.00 per meter

Connection fees will be paid prior to use or at the time application is approved by the City.

Security Deposits

A security deposit for electric utility connection will be charged as follows:

<u>Residential/Home Owner</u>	\$0.00 - no deposit required unless delinquent in their payment for 3 times within a year period. After a home owner has been delinquent for 3 times in any given year they will be required to pay a deposit of 2 times their average monthly usage.
<u>Residential/Other</u>	\$150.00 - Only \$150.00 deposit required unless delinquent in their payment for 3 times within a year period. After a house renter has been delinquent for 3 times in any given year they will be required to pay a deposit of 2 times their average monthly usage.
<u>Residential/Basic</u>	\$150.00 - Only \$150.00 deposit required unless delinquent in their payment for 3 times within a year period. After a house renter has been delinquent for 3 times in any given year they will be required to pay a deposit of 2 times their average monthly usage.
<u>Multi Family/Apartment</u>	\$150.00 - Only \$150.00 deposit required unless delinquent in their payment for 3 times within a year period. After a house renter has been delinquent for 3 times in any given year they will be required to pay a deposit of 2 times their average monthly usage.
<u>Small Commercial</u>	\$An amount equal to two months usage as estimated or as known by historical use.
<u>Large Commercial</u>	\$An amount equal to two months usage as estimated or as known by historical use.

A customer may request that a security deposit be returned after a period of three years if the customer has not been delinquent on their utility bill during said three year period.

Impact Fees

No electrical impact fees are currently being charged by the City.

Construction

All primary and secondary service lines including all such lines in any City right-of-way must be installed by a licensed contractor up to the meter and in accordance with the following policy.

Bidding Process and Approval

Residential Connections Inside City Limits - The City will using overhead service extend the primary and secondary mains up to 200 yards from the nearest suitable electric service line of the City to the place of connection including the transformer. Underground services are optional, see the City underground service policy. The City will be required to approve the placement of the utility meter prior to placement. Said extension will be extended to the weather head on the utility meter (point of delivery) as determined by the City, at the City's expense. The City in connection with the customer will be responsible to get the appropriate easements. All primary and secondary extensions of over 200 yards will require customer participation in costs. Any concerns will be taken to the City Council for a final decision

Commercial Connections Inside City Limits - The City at the customers expense will extend the primary and secondary mains from the nearest suitable electric service line of the City to the transformer. All requests for commercial service must be approved by the City Administrator, City Planner, City Engineer, and General Service Director. The entity must sign off and agree to pay for the cost to extend the primary and secondary service lines except for the transformer prior to work commencing. In the event more than a 50kva transformer is required for service the cost difference will be paid for by the customer. Any concerns will be taken to the City Council for a final decision. The City reserves the right to determine the location of the transformer at the sole discretion of the City. All three phase transformers will be paid for by the customer. All CT meters will be installed by the City at the Customers expense. An estimate will be provided by UP & L as outlined below. A construction deposit equal to the amount of the estimate will be paid to the City by the entity prior to extension of Utility Lines. The City in connection with the customer will be responsible to get the appropriate easements.

Residential & Commercial Connections Outside City Limits - The City at the Cities option will using overhead service extend the primary and secondary mains from the nearest suitable electric service line of the City to the place of connection. Said extension will be extended to the weather head on the utility meter at the customers expense. All requests for service outside City Limits

must be approved by the City Administrator, City Planner, City Engineer, General Service Director and City Council. Any concerns will be taken to the City Council for a final decision. The customer must sign off and agree to pay for the cost to extend the primary and secondary service lines except for any needed transformers prior to work commencing. In the event more than a 50kva transformer is required for service the cost difference will be paid for by the customer. All three phase transformers will be paid for by the customer. An estimate will be provided by UP & L as outlined below. A construction deposit equal to the amount of the estimate will be paid to the City by the customer prior to extension of Utility Lines. The customer will be responsible to get the appropriate easements. A customer outside of city limits must sign a restrictive covenant agreement giving the City rights with regard to annexation prior to City Council approval or any construction being completed. A customer must have the appropriate inspections by the county and city as evidenced in writing to the City prior to the City activating the electrical service.

Estimate

An approved application will be given to the Power Superintendent. The Power Superintendent will approach Utah Power and Light (UP & L) to get an estimate to extend the primary and secondary lines to the weather head. All extension of lines will be done under City contract with UP & L. The City will provide any needed electrical transformers to UP & L. After receipt of the estimate from UP & L the Power Superintendent and the City Administrator will approve the estimate and the Power Superintendent will schedule the work with UP & L. All bills will be approved by the City Administrator and the Power Superintendent prior to payment.

Underground Service

The City has the option at its discretion to install underground service to the customer at city expense. In the event the City chooses to service a customer by using overhead lines, the City at City's option may offer the customer the option to pay for the services to be extended underground and pay the difference in costs. These costs will include the installation of conduit for all underground service lines up to the meter so that it can easily be maintained by the City. The City maintains ownership of all utility lines up to the point of delivery. The extension of any underground electric service costing more than \$2,500 must be approved by the city council.

Easements

The City Engineer and or City Planner will be responsible to obtain the required easements when it is the City's responsibility to get said easements. All required easements must be obtained prior to the commencement of any construction or line extension. The City Engineer and or City Planner will assist the customer in providing information regarding any required easements. If the City does not receive the appropriate easements the utility will not be extended.

Street Cuts

All street cuts with regard to electricity will be done by the City Electrical Department, or a licensed contractor as approved by the City. The contractor is responsible to call Blue Stakes and to have all utilities and services marked prior to excavation. Blue Stakes Phone Number is # 1-800-662-4111.

Temporary Service

A customer may request a temporary connection for the purpose of construction or some other purpose. All temporary lines will be installed by the City at the City's option or by a licensed contractor if the City chooses. A temporary installation must be inspected and approved by the City Inspector. All expenses associated with the installation of a temporary line over and above those of the permanent line will be paid by the Customer. A temporary service will be installed only after the customer has signed an agreement to be responsible for installation and removal costs and electricity used. Temporary services will be billed monthly in accordance with normal billing procedures and at a rate that is 10% higher than permanent service rates.

Meter Replacements In the event a customer insists that a meter be replaced against the city's recommendations, and it is later found that the meter was in good working condition the customer will be billed for the cost of the meter and the meter installation.

Meter Placement

The meter shall be placed at a location which meets state and local building codes. The customer is to be consulted to determine a preferable location in the event meter location options are available. The City must approve all meter locations. The City must also approve all meter locations on any City poles. If a meter is located on City pole the Customer will bear the expense of reestablishing service in the event a City pole is replaced for any reason.

Inspection & Activation

Prior to activation of the utility service the following procedures will be followed.

- Meter set by City crews under the direction of the Power Superintendent. Meters will be set so that they can easily be accessed by City meter readers.
- Approval of line extension and meter location by Building Inspector and Power Superintendent.
- Receipt of all moneys due the City verified by the City Administrator.
- Receipt of signed application and security deposit verified by City Administrator.
- Activation of Utility.

Rates & Billing

Utility bills will be mailed to each customer on or near the 1st day of each month.

The payment policy of the City Utility shall be as follows:

- Bills are due and payable in full on the 10th day of each month or next regularly scheduled work day.
- Bills paid after the 25th will be charged a \$15.00 late fee.
- Interest at the rate of 1.75% per month or 21% per annum will be added to all accounts not paid by the 25th of the month.
- All returned checks will be assessed a \$15.00 service charge and the customer will be subject to a 24 hour disconnect.

Billing Questions - All billing questions will be directed to the City Administrative Office. If a customer insists that a meter be read again against the city's recommendation, and it is found that the meter was originally read correctly, the customer at the City Administrators discretion may be billed \$10.00. All other errors in billing will be adjusted at city expense

Rates

Electricity rates will be set by the City Council and City Power Board. The current residential monthly service charge is \$1.00 plus power fees and the current commercial customer monthly service fee is \$4.00 plus power fees.

Service & Maintenance

After the initial installation, inspection, and acceptance of the utility lines by the City, all rights and title to all utility lines will remain with the City. Except as noted herein, the City will provide at its expense all necessary labor and materials for repairs and maintenance of electric service lines up to the point of delivery. When notification is given to the City that repairs or maintenance is required the City shall verify, and unless a power outage or life safety consideration requires immediate action, the City will perform necessary repairs and or maintenance at its earliest convenience and during normal working hours normally on a first come first served basis.

All costs to rework or modify an existing utility for the convenience of the customer or for the remodel or upgrade of a facility being serviced by the City will be born by the customer. This includes moving a meter. A relocation of the meter is subject to City approval. The customer will be given an estimate prior to the work commencing and agree to the cost of the construction. All other construction procedures will be followed as it relates to said rework or modifications.

A customer who through the process of improving their property chooses to construct permanent improvements over any existing City primary, secondary, or service power lines, the customer will be responsible for all costs associated with repair or replacement of said improvements in the event they are damaged or destroyed due to utility line repairs by the City including asphalt and concrete.

Trailer Parks - Trailer parks are unique since they have a single service line serving many metering points. Since the City has no control of the service installation from the electric power pole to the first electric meter, a trailer parks point of delivery for electricity is the City owned power line up to the property line, the City will maintain ownership and responsibility up to that point only.

Utility Termination

Disconnect for Non-Payment

A 24 Hour disconnect notice will be delivered in writing to the property owner of record, or placed on the property prior to service termination. In the event the utility bill is not paid to the City within 24 hours after delivery of said notice, or if arrangements have not been made with the City, the utility will be disconnected without further notice. A utility disconnection for non-payment is at the discretion of the City Administrator. Any security deposit held by the City will then be applied to all outstanding balances, and the City will take all actions available to it under ordinance or agreement to collect all outstanding balances. The utility customer will be responsible for all attorney and collection fees associated with collections on their account.

After a utility has been terminated for non-payment the account must be brought current including payment of the late fee, interest fees and a \$25.00 re-connection fee prior to the utility being turned back on.

Termination by Customer

At the request of the customer, a utility may be terminated after the following procedures have been followed:

- Current meter read and all outstanding balances have been paid to the City.
- A disconnect fee of \$10.00 for electricity has been paid to the City if not transferred.
- A termination request has been signed and presented to the City.
- In the event a customer is renting, the landlord must be notified and sign a termination request prior to a service being terminated or disconnected.

Non-Emergency Temporary Disconnect

At the request of the customer a utility may be temporarily disconnected after the following procedures have been followed:

- Current meter read and all outstanding balances have been paid to the City.
- A disconnect fee of \$10.00 for electricity has been paid to the City.
- A disconnect request has been signed and presented to the City.
- A reconnect fee of \$10.00 is paid prior to reconnection.

In the event an additional utility can be connected or disconnected at the same time the disconnect fee and reconnect fee will only be \$15.00.

The payment of said fees will abate the monthly minimum charges assessed by the City until reconnection is requested by the property owner.

Residential property held strictly for rent or lease will continue to be charged minimum fees when occupied, when the service meter reflects usage, and when the owner has failed to notify the City of their desire to disconnect. It is the owners responsibility to inform the City in advance of any changes in occupancy.

Transfer of Service

Once a City Utility connection has been made to a property that connection runs with the land. A utility connection can not be transferred to another location.

Any deviation from the above Policy must be approved in writing by the City Council or designee.

City of Blanding



Utility Service Procedures & Information Sheet

- Visit City Office and receive a Utility Service and Information form and Utility Service Application Form.
- Fill out Utility Service Application or Change Form for desired services and return to City with required information. (See Attached Forms)
- City approves applications form and notifies customer of approval and fees currently due to the City. This will include any security deposits, connection fees, city construction fees, street cut fees, and impact fees. In addition the City will inform Customer of the required construction to be performed by an outside licensed contractor under the Customers direction and agreement between Customer and said licensed contractor. In those cases where the utility already exists, the time frame for this approval process can normally be completed within two business days. In the event the utility request requires needed estimates, construction or extension of a line the time frame for this approval process may take up to ten business days.

Electrical Service

- Residential Overhead inside City Limits Installed totally by City and/or City Contractor up to weather head.

- Commercial / Underground and Outside City Limits in accordance with current policy.

Natural Gas- Installed totally by City and/or City Contractor up to the meter.

Sewer- Installed by customers licensed contractor from City Main to property and beyond.

Water- Installed by customers licensed contractor from City Main to property and beyond. City will provide the meter up to a 1 1/2 inch meter. If a two inch meter or larger than a two inch meter is required for service the cost of the meter will be born by customer.

Connection Fees

	<u>Electric</u>	<u>Natural Gas</u>	<u>Water</u>	<u>Sewer</u>
Residential	\$500.00	\$325.00	\$1,100.00 3/4 inch	\$500.00
Small Comm	\$750.00	\$325.00	\$1,800.00 1 inch	\$500.00+
Large Comm	\$1500.00	\$325.00	\$4,000.00 1 1/2 inch	\$500.00+

- Pay all City fees.
- City begin the Construction process if any needed. This will include correlating with customers contractors who will be performing customers portion of construction. The time frame for this process

will normally take up to 10 business days. It is the customers responsibility when doing customers portion of construction to call Blue Stakes. The Blue Stakes Number is #1-800-662-4111.

- Inspections by City building inspector. The time frame for this process is up to 2 business days.
- Activation of Utility by City. This will happen within 2 business days after city inspections and approval.